Position Inventory Number:	
Classification Specification:	ADMINISTRATIVE ASSISTANT 1
Position Description:	ADMINISTRATIVE ASSISTANT 1
Salary Range:	AF 23
Incumbent:	
Location:	POLICE
CENERAL RURROCE	

GENERAL PURPOSE:

Under the direction of the Division Commander, incumbent provides a variety of complex secretarial and administrative support of the assigned division and Police Department.

Work is characterized by complex and specialized, secretarial and administrative duties in support of the Police Department. Duties generally include, but are not limited to: typing confidential documents and correspondence; preparing financial and statistical or narrative reports; filing and routing unit's documents; scheduling meetings and preparing notices and agendas; assist with updating the department's policy manual; assist the division Captain with the development, verification, and audit of the assigned division's budget; and provide assistance with a variety of Police Department programs and activities. Incumbent is required to use independent judgment on administrative projects and have extensive knowledge of Police Department's policies, procedures and responsibilities. Incumbent is frequently involved in confidential and sensitive issues requiring the exercise of confidence, tact, patience and courtesy.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists employee with unusual situations, which do not have clear objectives or precedents. Employee plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide clerical and secretarial support to the Division Commander, or assigned staff; type confidential documents and correspondence; file and route documents; schedule meetings and make appropriate arrangements;; answer multi-line telephones; transcribe dictated material; and screen email.

Open, sort, and prioritize assigned division's mail.

Process division's payroll; review time sheets, leave requests and overtime slips; enter data in an automated system, and prepare related reports as assigned.

Analyze and prepare statistical information and create administrative reports and charts as assigned.

Update and maintain department policies and procedures, as assigned.

Assist citizens both in person and on telephone; provide information, take messages and or refer callers and visitors to appropriate personnel or agencies; explain procedures when necessary.

Enter purchase order requisitions into an automated system and make journal entries as necessary.

Assist Division Commander with development, verification, and audit of division budget.

Provide information to other city departments and outside agencies, refer to appropriate department as necessary.

Prepare and distribute meeting notices and agendas; attend and arrange meetings and conferences to record proceedings or receive information; prepare and distribute comprehensive minutes as assigned.

Maintain a variety of confidential information, complex files and records.

Order, receive, store and distribute equipment, supplies and forms; develop office forms and procedures for Police Department.

Compile, write and/or edit a variety of articles for the Kent Police Department "Bulletin" such as: employee promotions, birth announcements, marriages, new programs, commendations, division updates, and correspondence from other agencies.

Based on the division assignment, receive and review Child Protective Services (CPS) referrals for incident address clarification; prepare master case and narrative of incident, obtain case number; refer to detective for follow-up.

Based on the division assignment provide administrative support to the units to include; compile information and assist with developing audio-visual presentations, graphic displays and public information materials including, policy documents, press releases, brochures, newsletters and other marketing/promotional items as assigned.

Based on the division assignment train, supervise and evaluate other staff as assigned.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

Based on divisional assignment attend and provide back up support with the preparation and delivery of oral and written presentations, events and programs.

Based on divisional assignment receive, verify, collect and/or distribute money/payments.

Serve as back-up for the Financial Analyst.

PERIFERAL DUTIES AS ASSIGNED:

Perform other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Basic municipal government policies, procedures, and structure; applicable local, state and federal laws, codes, regulations and ordinances.
- Modern office practices, procedures and equipment; including personal computers and related software such as word processing and spreadsheet programs.
- Recordkeeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Quality customer service principles and practices.

SKILLED IN:

- Oral and written communication.
- Proper telephone techniques and etiquette to properly assist a diverse assortment of inquiries and persons.
- Principles, practices, and procedures of governmental budgeting, accounting and purchasing including preparation, monitoring, transferring, and reporting.
- Interpersonal communication using tact, patience and courtesy.
- Research methods.
- Addition, subtraction, multiplication and division.
- Operating a personal computer including the associated software.
- Preparing computerized documents and spreadsheets.
- Composing from oral instructions, letters, memos, bulletins or other material.
- Maintaining a variety of complex filing systems.
- Planning and organizing work.
- Working independently with little direction.

ABILITY TO:

- Provide complex and specialized secretarial and administrative support.
- Train and provide work direction to office clerical and secretarial support as assigned.
- Establish and maintain cooperative and effective working relationships with others.
- Transcribe taped dictation accurately at an acceptable rate of speed.

- Plan and organize work to meet schedules and timelines.
- Understand and follow oral and written direction.
- Read, comprehend, apply and explain governmental laws, rules, regulations, and ordinances, to include City and departmental policies and procedures as applicable to the operations of the department/division.
- Apply common sense understanding to carry out instructions furnished in written or oral form and deal with problems involving several variables in standardized situations.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.
- Work independently.
- Work confidentially with discretion.
- Operate a variety of office machines and equipment.
- Perform mathematical calculations quickly and accurately.
- To type 55 words per minute accurately.

MACHINES, TOOLS AND EQUIPMENT USED:

This position requires the ability to use typical business office machinery and equipment including, but not limited to, personal computer, multi-line telephone, fax machine, copier, calculator, projector, Dictaphone/transcription equipment, typewriter and other office equipment appropriate to the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is: frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms; occasionally required to walk; and ability to lift at least 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, general education degree (GED), or equivalent,

supplemented by college level course work or vocational training in administrative

support, office management, secretarial training or a related field; and

Experience: Two (2) years of increasingly responsible administrative support experience,

including at least one (1) year of secretarial support experience at a division level

working with the public on a day-to day basis;

Or:

In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Washington State drivers license
- Washington Crime Information Center (WACIC) certification within one year of employment

Work is performed in an office environment with extensive public contact; the employee may be

- Prefer one-year experience in a public safety related field.
- Notary Public License is preferred.

WORKING CONDITIONS:

Approval: Civil Service Chair

subject to multiple interruptions by phones and interoffice activities. While performing the duties of this job, the employee may be exposed to difficult, irate, or hostile customers. The noise level in the work environment is usually moderate.		
Incumbent's Signature	Date	
Supervisor's Signature	Date	
Department Director's Signature	Date	
Employee Services Director's Signature	Date	

Date

Note: This document will be reviewed and updated annually at time of employee performance appraisal; when position becomes vacant; or, if position duties are changed significantly.

Revision History: 8/96; 3/96; 10/98, 03/05; 1/08